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ABSTRACT

Intended for use by elementary and secondary school teachers in Scotland, this booklet provides guidelines to enable teachers to obtain information on the range of resources available to support teaching activities, and to obtain instructional materials once a selection has been made. A general introduction to the location of educational resources is accompanied by descriptions of the types of information and materials available at the school, local, regional, and national levels. The location and use of educational equipment and some sources of up-to-date information on available educational resources are also discussed. (JI)

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SOURCES & RESOURCES

A GUIDE FOR SCOTTISH SCHOOLS

Scottish Council for Educational Technology

IR009937

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SOURCES AND RESOURCES

A Guide For Scottish Schools

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SECTION 1

INTRODUCTION

This booklet sets out to provide guidelines on:

(i) Where you can obtain *information* on the range of resources available to support your teaching.
(ii) How you can obtain *materials*, once you have made a provisional choice.

Along with this booklet, the Scottish Council for Educational Technology has supplied a *wallchart* which summarises information on "Sources and Resources". No wallchart or booklet can cover every source available to every teacher. However, we hope that we have provided a framework into which you can fit the details applying to your own area of work.

When you begin planning a course you may consider that resource material would help to make your lessons more effective. Where do you turn to for information on what exists? Colleagues may be able to make suggestions or you may be able to find a catalogue within your own department. But to be sure of obtaining the best resources, you need a comprehensive source of information, and this is most likely to be found at regional level (for example, at your Regional Resources Centre) or, failing that, from a national organisation such as the SCET Information Service, or the Scottish Curriculum Development Service. From these sources you can compile a short list of the materials most likely to be of most use to you.

To obtain the materials, the sensible procedure is to begin your search at the most accessible source, probably within your own school. Of course the best means of obtaining information and materials can vary according to particular instances and local circumstances. Sometimes, a colleague may have all the information you need, and this will save you the trouble of ringing up a regional or national centre. Sometimes it may be quicker and easier to obtain an item of material from a national resources library than to make repeated inquiries about local availability, but as a general principle it is worth keeping these two guidelines in mind:

To seek information—go for the broadest range of advice.
To obtain materials—try the local sources first.

If you decide to use in your lessons resource material which is not readily available, you must remember that it may take some time for you to

obtain what you want. You should, therefore, plan your lessons well in advance and begin your search for material several weeks before it is needed.

Two other points should be stressed:

(i) Although this booklet is concerned mainly with resource *materials*, it is important to remember that *people* can, in themselves, be valuable "resources". There is a whole range of experience in the community surrounding your school and often the best way to tap it is to invite people into your classroom to talk directly about their jobs, hobbies and so on.

(ii) If you cannot lay hands on an appropriate resource, it is always worth considering the possibility of making your own or adapting existing materials to suit your particular needs. In the latter case, you may well need to "clear copyright"—that is, to seek permission to reproduce or adapt other people's materials. Guidance on how to set about this task can be obtained from a book published by the Council for Educational Technology for the United Kingdom:

Copyright and Contract: A Course Workbook by Geoffrey Crabb. Published by CET, 3 Devonshire Street, London. Price £1.20.

Alternatively, you can seek guidance on copyright problems from your Regional Resources Centre, from your nearest College of Education, from SCET, or Scottish Curriculum Development Service Centres.

SECTION 2

SOURCES

This section expands the information given on the accompanying wall-chart.

We suggest that you use the spaces provided on the chart and at the end of this booklet to add the names and addresses of your most important local sources of information and materials.

The following suggestions for useful contacts are grouped under the headings of school, local, regional and national sources.

SCHOOL

Your Colleagues

Your colleagues are the first people with whom you should check. Do you know what resources are held by your colleagues? Although particular learning materials may have been designed for another subject they may be just what you need. If your school has a central index of all the learning resources held throughout the school, it should be quite easy for you to find out if what you want is in the school. If your school does not have such an index we suggest that such a system be established.

The School Library/Resources Centre

Your school library can be a doorway to a vast range of resources. Discuss with your librarian or the person in charge, the catalogues and sources of information that are held.

Some schools have a resources centre, others have central organisation of the resources within the school. Like the library this can be a rich source of materials particularly if there is a subject catalogue. it makes a lot of sense to have the library and the resources centre organised in the same way, or better still, combined as one unit, and such a unit would be the ideal place to keep the central index of the learning materials within the school.

LOCAL SOURCES

Other Schools

If there are schools nearby with organised resource collections it is worth getting in touch with them to see if they will lend you materials.

Local Resources Centres

If there is a local resources centre in your neighbourhood find out what information it holds and what services it can offer to your school.

Local Public Library

Your local public library provides a link to all the libraries in Britain. Why not find out what services the librarian can provide for you? Additional information can be found in "Library Resources in Scotland 1976/1977" published by the Scottish Library Association, obtainable from the Honorary Publications Office, SLA, 8 Crosslees Park, Thornliebank, Glasgow, G46 7DX, price £6.

Local Museum/Art Gallery

Local museums and art galleries are valuable resources themselves and many provide materials for loan to schools. Many local guides to museums and galleries are published and a guide book entitled "National Resources for Education" is obtainable from SCET, price 50p. This lists local museums, art galleries and visitors' centres.

Local Information Services

Many towns have an information service of some kind. Although it is primarily for the tourists, the service often produces material about your own area and its history. They also provide a valuable contact with other local organisations.

REGIONAL, DIVISIONAL AND DISTRICT SOURCES

Regional Resources Centres

Most, but not all, Education Authorities have set up resources centres. Some are regional centres while others serve divisions or districts of a region. The services that these centres offer vary, ranging from the loan of materials, through the recording of broadcast programmes, to providing

production facilities. It is important to become familiar with the services offered by your nearest centre.

Teachers' Centres

In most regions there are teachers' centres. These can vary from a simple meeting room to a centre offering a wide range of resources. Whatever the scale of your nearest centre, it is a valuable point of contact for other sources of information—including teachers from other schools.

Schools Library Service

This is usually organised on a regional basis. The librarians can best advise you on how to get the most out of the service. Some regions provide a delivery service of books and other resources.

Advisers

For secondary schools, your subject adviser in your region is a very important source of help. Advisers will be aware of what other teachers in the region are doing and of the resources they are using. They are also in touch with other advisers throughout Scotland and within the Scottish Curriculum Development Service centres. For primary schools, the primary adviser provides the most important source of expertise.

Many regions have an adviser with specific responsibility for audio-visual aids or educational technology. Such people are particularly concerned with non-print resources and, through their contacts with colleagues in other regions, they can put you in touch with a wide range of advice.

Colleges of Education

Within each college, especially within the library and resources centre, there are extremely valuable sources of information. The colleges may have learning materials available for you to borrow.

Colleges of Further Education, Technical Colleges, Central Institutions and Universities

The equivalent subject department in any of these institutions may be able to help you. Although the educational level is different, they have resources which can be useful in primary and secondary schools.

Local Authority Services

Each local authority has a number of service departments such as cleansing, housing, leisure and recreation. Many of these departments produce information sheets and booklets which can be a valuable resource in your classroom. Moreover, the people who work in these departments may be prepared to visit your school. It is useful to have a list of the departments and the people to contact.

Zoos

Zoos, wildlife parks and nature reserves are excellent learning resources in themselves, and provide a wide range of support materials. Does your library contain a list of such facilities within your region, including the names of the people to contact?

Exhibition/Visitors' Centres

Many places in Scotland are opening exhibition and visitors' centres. These can relate to tourism, local crafts and industries or to specific historical events. In some cases they are attached to historic buildings. It is worth making a list of these and finding out what they offer. Most have excellent visual displays and all offer valuable printed materials.

NATIONAL SOURCES

SCET Information Service

The Information Service established by SCET is the biggest information data base of its kind in the United Kingdom. It contains information on 10000 items of equipment and will run searches from 1700 catalogues on commercially available materials in any subject and in any medium. The Information Service is backed by advisory team to help you with your enquiry.

Scottish Central Film Library

The Scottish Central Film Library is the biggest educational film library in the United Kingdom, with a catalogue of 7000 titles. Most schools are members of this library. If your school is a member it will have a catalogue.

Scottish Curriculum Development Service

New curricula and the materials for new courses in secondary education are, in the main, developed through four national centres of the Service. These centres are:

Aberdeen Centre at Aberdeen College of Education,
Dundee Centre at Dundee College of Education,
Edinburgh Centre at Moray House College of Education,
Glasgow Centre at Jordanhill College of Education.

Not only do these centres produce materials, they also have considerable expertise, information and specialised libraries. Are you familiar with the work of the Service which is relevant to your subject?

The equivalent work for primary education is carried out through the Primary Education Support Service at Callendar Park College of Education, Falkirk.

Broadcast Organisations

You may be familiar with the radio and television series for schools which are broadcast by the BBC and Independent Television. The broadcasters produce valuable support material and have officers who can be of assistance to you.

SCET publishes the "Index of Broadcast Resources" each year, and copies are sent to all schools. Do you use this in planning your use of educational broadcasts?

Scottish Schools Science Equipment Research Centre (SSSERC), 103 Broughton Street, Edinburgh

SSSERC specialises in information and advice on science equipment, experiments and safety in science teaching. It produces a regular bulletin which is sent to all secondary schools containing data on equipment and materials together with articles on ways of making resources. This bulletin has ideas which could be useful in departments other than science.

Open University

Although the Open University is concerned with Higher and Adult Education some of its productions can be of direct use to teachers and senior pupils. Much of this material is available on sale or hire, and

catalogues can be obtained from the Open University, Educational Enterprises Ltd., 12 Cofferidge Close, Stoney Stratford, Milton Keynes.

Commercial Publishers

Most of the information about commercially available materials can be gathered from the libraries and resources centres mentioned earlier in this booklet, and the SCET Information Service covers all the non-book materials available in the United Kingdom. However, the publishers themselves can be very helpful in providing additional information. Do you have a list of publishers appropriate to your area of education?

Picture/Photographic Libraries

Specialised collections of pictures and photographs are held by commercial companies. Though you will have to pay to use the photographs these specialised libraries might be able to provide just what you want. It is a good idea to check with your local newspaper to see if it has a picture collection that you could use.

Industry and Commerce

Here again there is a huge range of bodies which can be of assistance. Many industrial and commercial companies produce items which can be used as learning resources in your classroom. It is useful to make a list of the relevant industrial training boards, local industries and commercial companies. Many of the national and international companies such as Shell and ICI provide excellent materials. Do not forget nationalised industries such as British Rail, the National Coal Board and the Post Office.

Specialist and Professional Organisations

There are a great many professional organisations which can be of help to you. These cover a wide spectrum of interest and professional concerns. Many bodies produce leaflets and materials and some will, on request, provide speakers. Some organisations show their area of specialised concern in their title but others such as the Rotary Club or your local Chamber of Commerce are valuable in that they can put you in touch with an even wider range of professional contracts.

It is worth contacting those organisations concerned with your own subject area and making a detailed list of what they can offer. The

following list is included to suggest the sorts of bodies that you might consider approaching:

Scottish Countryside Commission
Scottish Tourist Board
The Civic Trust, Edinburgh
The Royal Botanic Gardens, Edinburgh
Forestry Commission
National Trust for Scotland
The Nature Conservancy, Edinburgh
Scottish Design Centre
The British Council
UK Atomic Energy Authority
Council of Engineering Institutions
Careers Research and Advisory Council.

This section has inevitably suggested a sort of hierarchy of sources of information and materials. Experience will soon tell you when to go directly to any one of the bodies or organisations suggested rather than follow a chain of contacts.

By filling in the spaces on your wallchart and in this guide you can build up your own directory of sources of information and materials, suitable for your own needs.

SECTION 3

EQUIPMENT

If your choice of resources includes audio-visual material, it is important not to abandon the idea of using such resources simply because the appropriate equipment is not immediately available.

Some schools have a central pool of audio-visual equipment on which all teachers can draw, but in many schools, especially secondary schools, equipment is held by departments; sometimes, indeed, particular items of equipment tend to be thought of as the "property" of a particular teacher. There are several tactics that you can employ to meet your needs:

(i) While it makes sense for some items of equipment to be lodged in those areas where they are likely to be heavily used (e.g. slide projectors in Geography departments, tape recorders in Modern Languages classrooms), it is essential to ensure that, within the school as a whole, *all* teachers have as ready access as possible to all equipment. Keeping audio-visual equipment in a central pool may not suit the requirements of a particular school, but all schools should keep a *central register* of equipment, so that teachers know where any specific item may be sought. Does your school have such a register? If not, we suggest that a register be established.

(ii) Area resources centres often keep items of audio-visual equipment available for loan to schools, but not all teachers may be aware that such a service exists. It would be a good idea to check with your nearest centre, to see what provision it can offer.

(iii) If you foresee a regular need for specific items of equipment which your school does not possess, you can submit a case for purchase to your headteacher. While in the past education authorities tended to issue standard sets of equipment to schools, the common practice now is for an authority to supply equipment only in response to a well argued case for purchase. The initiative, therefore, lies with you.

Finally, if you cannot lay hands on the piece of equipment you need, always be prepared to consider an alternative resource. In some cases a filmstrip may meet your needs as well as a film or a sound recording may prove as effective as a video sequence. There is often more than one way of using media to achieve your objectives.

SECTION 4

INFORMATION

One of the major problems for anyone in education who is at all concerned with the sort of information covered by this guidebook is the question of how to keep up-to-date. Commercial publishers and manufacturers change their products so rapidly it is difficult to keep track. In addition to trade catalogues, there are magazines and journals which cover the audio-visual aspects of education by reviewing equipment and media and providing a continuing source of information.

Check with your school library and the nearest resources centre to see what magazines are held. The SCET Information Service takes eighty journals and if you require information on journals which give data on audio-visual materials in your subject, contact the SCET Information Officer.

The remaining space in this booklet is for you to add in the names and addresses of local sources of information and materials. It would be a useful source of information to your colleagues if the more important addresses were added to the wallchart published with this booklet.

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